



<b>Job Title</b>	<b>Graphics Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>14061</b>

### Class Specification – Graphics Technician

#### Summary Statement:

The purpose of this position is to provide graphic design, layout, typesetting, and digital file conversion to City, Colorado Springs Utilities, enterprise and other government, public safety, and cultural organizations. This is accomplished by determining the most cost-effective solutions; utilizing the appropriate software applications; monitoring due dates; coordinating out-side vendors; printing; scheduling; providing software; coordinating backup; front counter assistance; and delivering of proofs.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Performs design printing duties by communicating with customer; preparing accurate cost estimate; gathering all needed information; creating all needed graphics; preparing files for printing; coordinating printing; and distribution scheduling.
20%	Performs file conversions by locating missing components; preparing usable layouts; manipulating files using various software; preparing useable layouts for printing; coordinating printing and distribution scheduling; and converting files to useable data.
20%	Create typeset business cards by processing online job submission; distributing print-ready jobs to digital production printers; and converting files.
5%	Performs back up for office services coordinator duties by preparing files for service providers; preparing quotes if necessary; and coordinating printing projects with outside vendors when necessary.
5%	Provides print shop, bindery, and front office counter assistance by assisting front counter customers with print; preparing mailings; and delivering rush jobs when needed.

#### Competencies Required:

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in graphics design or a related field.

**Experience:** Three years of full-time responsible graphics program experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

### **Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

### **Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

### **Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



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**Physical Demands:**

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, large format printer, scanner, GBC punching system, laminator and cutting board, challenge drill press & cutter, O&M drill press, shrink wrapper, drill press, foam core cutting board, various light tables, and common bindery.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized graphics software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014